p16

1916 File No. 238-16

GM Subo, 1

GM 1916

238 & 16

Sl. No. 1

Extending the time of the Efficiency Audit upto the end of June 1918.

1,00,000 - 23.7.81.

G. R. S. IX-5]

Previous references.

Ell 3-15-1
Gen 259-13-1
Gen 76-14-3

1916.

(Gen. Mis.)

File No. 238-16.

Serial Nos. /

Later references.

G.M. 451-17 - (1942)
369-17-1
C03163-19 Rel
GM. 51-03 857

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for aug: 1916.

SUBJECT.

Extending the term of the Efficiency Audit up to the end of June 1918.

1. G.81/19; 1879-9268, 29.8.16
Directo ———

W D 88—GPB—50,000—24-7-16

GENERAL AND REVENUE SECRETARIAT.

~~G A R~~

NOTES.

G.R. 238-15

~~G A R~~ File No.

FILE HEADING.

Continuance of the Efficiency Audit Branch

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

MR 293-16 G

Flag W page 4

The Efficiency Audit Branch was formed in February 1916, and according to the G.O sanctioning its constitution its tenure expires in February 1917

NOTES—First Sheet.

GPB—35,000—15-6-12

2282

G. R. S. 12]

General and Revenue Secretariat.

Fin. 238

File No. of 1916.

Serial No.

The comptroller, as will be seen from the note of the Cash Section, objects to provision being made on account of the establishment for the full budget year 1916-17.

In the submission note on the appointment of a Special officer for the Branch (Mr C. Krishna Rau) it is stated that the arrangements will last for 2 years, ie till Oct 1917, in the first instance. As the term of the Special officer cannot be longer than that of the Branch itself, it has to be inferred that the entire establishment should continue till the date contemplated in the above note viz. October 1917.

Submitted for orders

Phy/B.

Whitehead Worker

Secy) 3/5/16.

Awaiting further orders

A draft wer directing that the necessary provision be made for the entire establishment as sanctioned in the original G.O, upto the end of 1916-7 may be put up.

Draft 4/5

H. L. O. No. 2282 of 18 — Draft sent to Br II may be consulted.

Noted Br II 4/5/16 Fldry

Draft 4/5

No 4

NOTE—Contn. sheet.

GPB—70,000—17-12-15

2282

G. R. S. 12]

238

General and Revenue Secretariat. | File No. M 6 of 1916.

Serial No. 6 Pension for nine months may be made as admissible under budget rules and existing orders. As the rate of actual expr is much less than budget provn no retrenchment will be caused even if the establt is continued upto June 1917.

M.

For VIII

S/S.

7 The present annual cost of the establishment for 9 months as will be over Rs 18000, and will thus cover the entire cost of the existing establishment for the whole year which comes to a little over Rs 12000.

The saucheves Scale

8 The ordinary work of the Branch is described in the draft Efficiency Audit Manual, a proof copy of which is herewith put up, and the accompanying note gives an idea of the more important subjects dealt with in the Branch since its formation a little over two years ago. Work in hand includes the revision of the Jail Manual, the preparation of Standing orders for all the Minor Depts, such as

x undergoing correction

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

G.M. File No. 238 of 1916.

Serial No.

The Press, stationery, Archaeology, Gazetteer etc are four important general subjects such as Office Routine, rules of appointment reports and returns etc. Several office and other Manuals prepared by depts are coming in these have to be checked.

RLH
11/5/16

Secy)

The draft order may be approved and the question of extending the term of the C. A may be considered separately.

Dewan Secy
17/5

Dewan)

6105
13.5.16

Approved
14.5.16 Dewan 16/5

(Dft a-hd)

H. D. no. 2106 of 15

H Br II
17/5/16 F(Secy)
Secy
17/5/16

kg. 17/5

I agree in the draft

17/5

17/5

17/5

Por VIII

14

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

~~E. A. G.~~ File No. ~~89~~ 238 of 1916.

Serial No.	
	2. The Comptroller, Mysore Legal Dept. II. G.O. no. 89-E-AG. dated 18.5.16. Direct that provision be made in the budget on account of E-A-b. for the year 1916-17. 15 Forwarded to Cash Section for note and return. 18.5.16 Asst Supdt
	16 noted 19.5.16
	17. File Returned. 18/19/5/16
	Seen 18 Please note upon the records for reference.
2	19 Viewed merely as an agency for ensuring departmental manuals, the Branch, as will be seen from pp 20-22 of the draft Manual, has a long programme before it. In many cases though a compilation may be entrusted to a dept for

5 pm 19/5

Write reply to para 9 Note 19/5

Draft 23/5

ntn. sheet.

Serial No.

its scrutiny in the Secrett involves more or less complete rewriting. Besides there are several manuals which the Branch itself has to prepare. On a conservative ~~programme~~ estimate, the compilation programme may occupy two years.

2) Another function of the Branch is to ensure the proper maintenance of records. Rules have been issued for this purpose in the case of a number of depts (vide appendix A note) and with regard to others, the rules are still due. But it is not the mere enactment of rules that is wanted but arrangements to see that they are understood & followed. Extensive and prolonged inspections are necessary for this purpose, particularly when the rules introduced (as in the case of the disposal number system recently prescribed for some offices) are new and unfamiliar to the officials. In Bengal, a controller of office systems was appointed about the year 1906 and he took eight (8) years to bring the

NOTE—Contn. sheet.

Serial No.

records of Rev offices and civil courts into some sort of order. Work of this sort, if it is to lead to any appreciable improvement, must be persevered in sufficiently long. The appointment of an Inspector of Records, which promised useful results at one time, and which really caused some attention to be devoted to this much neglected but important work, ended in disappointment, because the post was prematurely abolished. The moral is clear namely that unless the establishment is kept on sufficiently long, at least six years more, it is little use attempting systematic improvement of the records.

21 The other functions of the Branch admit still less of limitations of time. If the Branch should serve as a "laboratory of administrative research", which is the function assigned to similar organisations in America, it must be an integral & permanent factor

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R./S. 12]

General and Revenue Secretariat.

Fin. 238

Sy File No. 54 of 1916.

7

Serial No.

in the constitution of the Secretariat. If the principle underlying Efficiency Audit is sound, its work is never done and it cannot remain on a temporary footing.

Secretariat Case

Secy) 25/5

The term of the Efficiency Audit arrangement may be extended up to the end of June 1918 and the question of making it permanent considered in Jan 1918 in the light of results achieved until then.

Dewan) Dewan of Rao 31/5

6478 / 2.6.16

I agree - Please bring up at a Meeting of Council. 29.6.16 RC

C.S. in Sept 1916

28/6

Fin Secy) For favour of opinion, Dewan of Rao 1/7

The duties of the Efficiency Audit Deptt are stated in para 5 of the Govt order of 3.2.14. In my respectful opinion all these duties should be discharged by the Deptts & the Secretariat Branches concerned. Temporarily a special staff may be necessary to wipe out the results of past neglect, and giving the departments a fresh start. But

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

File No. 238 of 1916.

Serial No.

to separate the functions in question viz. preparing manuals, regulating recruitment, maintaining records, examining appts, supplying information &c from the departments and Secretariat Branches concerned and entrust them to a separate staff is neither necessary nor desirable. The Efficiency audit department, in this view, may be continued from year to year as long as there is necessity but should not be made permanent. For the present its continuance may be sd for about one year i.e. until the end of May 1917. A programme of work should be drawn up in consultation with the several departments who want the help of the Efficiency Audit Deptt & every endeavour should be made to complete the work within the year.

24/7 June 1917

NOTE—Contn. sheet.

GPB—70,000—17-12-15

4

(For disposal at a meeting)

No. C.S-27

3/6/ 1916.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause xi of the Schedule)

Question of extending the term of Efficiency Audit arrangement up to the end of June 1918.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Ranasinghe

29th June 191 6.

Secretary to Government.

Extraordinary Member of Council. 6.7.16.

348/30.6 **First Member of Council.**

1236/4.7.16 **Second Member of Council.**

WD 2012—GPB—1 000—9-2-16

Extract from the Proceedings of the 339th Meeting of the Council of His Highness the Maharaja, held at Bangalore, on the 27th July 1916.

---

11. SUBJECT.—(Clause x of the Schedule).

Question of extending the term of the Efficiency Audit arrangements up to the end of June 1918.

OPINION OF THE COUNCIL.

Their term of the Efficiency Audit arrangement may be extended up to the end of June 1918.

Mr. N. Madhava Rao may be given a local allowance of Rs.100 instead of Rs.75 per mensem.

Sd. M. Visvesvaraya,
Dewan of Mysore.

"EXTRACT"

D. M. Narasimhalas 28/7.
Secretary to Government;
General Department.

WD—156—GPB—1,000—19-7-16.

(10)

G. R. S. 12]

General and Revenue Secretariat.

fm. File No. 238 of 1916.

Serial No.

Extract from the Proceedings of the Council is put up.

Forwarded with compliments to the Secretary to Government, Financial Department, for favour of ~~necessary orders~~ concurrence or other remarks.

By Order

D. N. Narasinga Rao 28/7

Secretary to Government,
General Department,

As regards extension of the term I respectfully adhere to my opinion of 24.7.16

As regards increasing the local allce. I quite recognize that Mr. Madhava Rao is a capable officer but the local allce should be fixed with reference to the charge he holds and this in my opinion does not justify the increase proposed. There should be only one rate of local allce for junior ~~Secretariat~~ officers viz. Rs 50/- per. To give Rs 100/- in one case will create a very embarrassing precedent for [illegible]

M 28/7

A D.S.N is put up.

Dewan 28/7

Dewan)

NOTE—Contn. sheet.

W D 2382—GPB—500—20-3-16

12

Submitted to His Highness.

The accompanying papers relate to the question of continuing the Efficiency Audit scheme initiated in February 1914 temporarily for three years.

2. The matters to which the Efficiency Audit Staff has to devote its attention are enumerated in paragraph 5 of Government Order No.G.5924-72/G.M.259-13-1 dated the 3rd February 1914 and the statement herewith submitted shows the work actually done by the staff in these directions during the past $2\frac{1}{2}$ years. The staff has still a long programme before it. The investigation of irregularities and the improvement in the existing methods of work in Public Offices do not admit of hard and fast limitations of time, if any appreciable result is to be achieved. In Bengal a Controller of office systems was appointed about the year 1906 and it took eight years for him to bring the records of Revenue offices and Civil Courts into some sort of order. The Efficiency Audit staff here has to do various other duties in addition to that of regulating the proper maintenance of records in Public Offices.

Flag C.
Flag G.

3. On a consideration of the above circumstances the Council are of opinion that the term of the Efficiency Audit Staff may be extended up to the end of June 1918 for the present, and that Mr.N.Madhava Rao, the Officer in charge of it, may be given a local allowance of Rs.100 instead of Rs.75 per mensem, in view of the responsible and difficult nature of his work and the satisfactory manner in which he has been performing the same.

Flag A

4. The Financial Secretary, however, takes the view that all the duties of the Efficiency Audit Staff

PP. 7, 8 and 10 of Note

should be discharged by the Departments and Secretariat Branches concerned, and that the special staff may be required only to wipe out the results of past neglect. He accordingly suggests that this staff may be retained until the end of May 1917 and endeavours made to complete the work by that time. He also considers that the charge which Mr.Madhava Rao holds does not justify the increase of local allowance recommended and that there should be one rate of local allowance viz., Rs.50, for all junior Secretariat officers.

5. Much of the work assigned to the Efficiency Audit Branch is such that departmental officers cannot be expected to attend to promptly without prejudice to their ordinary duties. Delay would be avoided and uniformity ensured if such work is entrusted to a Central agency. As regards the local allowance, the amount should be fixed with due regard to the circumstances of each case and an allowance of Rs.100 in the present circumstances is very moderate. An officer of the grade of a Deputy Commissioner was proposed for this appointment and Mr.Madhava Rao is filling it with credit.

6. I accordingly solicit His Highness' gracious sanction to the recommendation of the Council.

M. Visvesvaraya -

16th Aug 1916 -

11

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.

Question of the continuance of the Efficiency Audit Scheme up to the end of June 1918 and the grant to Mr. N. Madhava Rao, Officer in charge of it, a local allowance of Rs.100 instead of Rs. 75 per mensem.

189.

Order.

~~KRW~~
17/8/16

11/8/16

165/22-8

24.8.16.

949
21.8.

18-8-16

19/8

Subd

May this be sent to

Br V. for issue?

25.8.16.

25/8/16

Mst 293-16 q 11

G. R. S. 12]

General and Revenue Secretariat. | G.A. File No. 238 of 1916.

Serial No.	
	Two drafts submitted Issue 26/8/16 26/8/16 Issue 29/8/16
	For financial opinion kind attention is invited to the notes of 24th July and 31st July 1916. May the orders be communicated? Drafts of fair are subd for orders — 29/8 (Asst) 29.8.16
	Communicate Communicated 2/9/ 31/8
1	To, The Comptroller thro: Br II " Heads of Dpts " Deputy Commissioners of Drds. No. G 2879-926. & 2879-926 dtd 29-8-16 Extends the terms of the Efficiency Audit Staff up to the end of June 1917

NOTE—Contn. sheet.

GPB—70,000—17-12-15

1.

G.R.S. 28]

File No. 238-66
Serial No. 1

*Diary No. of letter replied to*_____

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 191 .

READ—

G.O.No.G.5924-72/G.M.259-13-1 dated the 3rd February 1914 sanctioning the constitution of the Efficiency Audit Branch temporarily for three years.

Date of issue 17. 5. 1916

Signed by Sir. R. Ramachandra Rao.

ORDER THEREON.—No. 89-E.AS dated 16-5-16 Government direct that pending further orders, provision be made in the budget on account of the Efficiency Audit Branch for the whole of the year 1916-17.

14.5.16

Secretary to Government,
General Department.

12/5/16

To
The Comptroller, Mysore Govt,
(through Branch II)

SUBJECT.

GPB—50,000—1-12-12

G.R.S. 28]

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.
( )

, the C 191 ..

Date of issue 29.8.16

Signed by Mr. K Jagannatha

Comp
No K 1402

G.M. File No. 238-16
Serial No. 1

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

G.O. No. G.5924-72 Fin-259-13-1-7 3rd February 1914 constituting temporarily for three years a separate Branch of the General & Revenue Secretariat designated the 'Efficiency Audit Branch' and sanctioning certain arrangements connected therewith.

~~ORDER THEREON. No.~~

Order No. G 2879-92

Govt are pleased to extend the term of the Efficiency Audit ~~arrangement~~

P.T.O.

SUBJECT.

GPB—50,000—1-12-12

~~under this~~ staff up to the end of June 1918.

Kindly

For Secretary of Staff
Fin. Dept.

To

Print.

The Controller of Gen Through Br. II

Heads of Depts & Dy: Comptrs of Bs.

Colleges & Cash Section of Br. VIII

Do